New Jersey
Department of Education

Division of Student Services

Completing the 2017-2018 Title I, Part A Performance Report

Please note that this Powerpoint Presentation has been modified from its original version to be more accessible.
Completing the 2017-2018 Title I, Part A Performance Report

This PowerPoint presentation will cover the following:

1. Purpose of the report;
2. What districts need to complete the report;
3. How to log on to the Electronic Web-Enabled Grant (EWEG) system and to access the report;
4. Creating and navigating EWEG and the report;
5. Completing the different report tabs;
6. Submission of the report;
7. Amendments to the report; and
8. Contact information.
Purpose of Title I, Part A Performance Report

• Contributes data to the larger comprehensive Consolidated State Performance Report that the New Jersey Department of Education (NJDOE) must submit to the United States Department of Education (ESEA §8303); and

• Provides a summative analysis of the impact of Title I, Part A funds and the services provided by districts utilizing these funds for the project period July 1, 2017 - June 30, 2018.

NOTE: Title I, Part A requires two reports: (1) Title I, Part A Performance Report and (2) Title I Comparability Report that have different purposes and data elements. Please ensure that both reports are submitted to the NJDOE.
Required Districts

• The Elementary and Secondary Education Act (ESEA) requires the annual collection of data from school districts that receive Title I, Part A funds.

• All districts that received Title I, Part A funds in the 2017-2018 school year (project period July 1, 2017 – June 30, 2018) must complete and submit a report.

• Districts that were allocated Title I, Part A funds, submitted an ESEA Consolidated Subgrant Application but refused Title I, Part A funds or did not submit an ESEA Consolidated Subgrant Application do not need to complete this report.

NOTE: The submission due date is Friday, December 14, 2018.
EWEG Login

• The report is accessed via the Electronic Web Enabled Grant (EWEG) system at: EWEG LOGON Page.

• On the EWEG LOGON Page, enter your EWEG user ID, password, and county district code and hit the “LOGON” button.
How to Create the 2017-2018 Title I Performance Report

• On the GMS Access Select Screen, you will need to select 2018 from the drop-down box labeled “Select Fiscal Year.”

• This screen will list the “Title I – Performance Report” and you will need to select the report and create it by clicking the button labeled “Create.”
Selecting & Navigating the 2017-2018 Performance Report in EWEG

• Once the 2018 report is created, select the Title I – Performance Report and hit the “Open” button for data input.

• The EWEG system has a tabbed interface available for navigating throughout the system. A link for the corresponding instructions is located in the upper right hand corner of each screen.
Helpful Hints for Navigating EWEG

• Do not use the browser “Back” button when you are working in the EWEG system. This will cause errors and may log you out of the system. All necessary navigation within the system can be accomplished by clicking on the different tabs.

• White cells are available for entering data, light blue or gray cells displaying a number are calculated cells or information pulled from another part of the report and are not available for data entry.

• The “Save Page” button must be clicked before you leave each tab or you will lose the data entered.

• The EWEG system has built-in edits that interact to verify column totals and cross-reference tables, if appropriate. If totals do not correlate, you may receive an error message.
Overview Tab

• This screen provides the purpose and other useful information for the completion and submission of the Title I, Part A Performance Report. No data input is required.
Contact Information Tab

• The Contact Information tab does not require any data input in the Title I Performance Report, because the data are maintained within the LEA Central Contact system. The information displayed on this tab is the same as the 2017-2018 ESEA Consolidated Subgrant Application.

• Be sure you have updated the Central Contact system to reflect district staff currently responsible for the various programs and functions. Any changes to the LEA Contact information should be made in the LEA Central Contact system. NJDOE staff use this information to contact district personnel.
Student Participation Tab

• The Student Participation tab contains two tables:
  
  **Table 1a.** Student Participation by Racial/Ethnic Group (Unduplicated)
  Collects data for public school students by type of program—targeted assistance (TAS) or schoolwide (SWP).
  Student data must be disaggregated according to racial/ethnic group.

  **Table 1b.** Public, Nonpublic & Local Neglected Students by Grade Level
  Collects data by age/grade level for all students served with Title I, Part A funds.
Student Participation – Table 1a.

• Enter unduplicated counts, by ethnicity, for students who participated in a Title I program at anytime during July 1, 2017-June 30, 2018. Count each student only once in each category even if the student participated during more than one term or in more than one school during the reporting period.

• Include students in pre-K through Grade 12. Do not include Local Neglected Students (those served with Title I, Part A Neglected funds), nonpublic students, or adult participants in adult literacy programs funded by Title I in this table.

• Title I students who participated in a school that operated a Targeted Assistance Program need to be reflected in the first column labeled “TAS.”

• All students who participated in a school that operated an approved Schoolwide Program need to be reflected in the second column labeled “SWP.”

• Any racial/ethnic combination that includes Hispanic must be counted as Hispanic only and students of multiple races/ethnicities must be counted as two or more
• Enter unduplicated counts, by age/grade level, for students who participated in a Title I program at anytime during July 1, 2017-June 30, 2018. Count each student only once in each category even if the student participated during more than one term or in more than one school during the reporting period.

• Include students in ages 0-2, 3-5 (pre-K), grade K-12, and ungraded students.

• Title I students who participated in a school that operated a Targeted Assistance Program need to be reflected in the first column labeled “Public TAS.”

• All students who participated in a school that operated an approved Schoolwide Program need to be reflected in the second column labeled “SWP.”

• Students served with Title I, Part A Neglected funds need to be reflected by age/grade in the third column labeled “N.”

• Students served with Title I, Part A funds that attend nonpublic schools need to be reflected by age/grade in the fourth column labeled “Nonpublic.”
Student Participation Tab Information

• The system calculates the total for each row and column for both tables when the “Calculate Totals” button at the bottom of the screen is clicked.

• To save the information entered, you must click the “Save Page” button, also, located at the bottom of the screen.

• The Public TAS column total in Table 1b. must equal the TAS column total reflected in Table 1a.

• The Public SWP column total in Table 1b. must equal the SWP column total reflected in Table 1a.

• The Total Public TAS and Public SWP row in Table 1b. must be greater than zero and equal to the student totals for Table 1a. If totals do not equal, you will receive an error message.
Type of Services

- **Purpose**: To determine the number of students in Title I Targeted Assistance Programs (TAS) and nonpublic students who received Title I instructional services in content areas and/or support services during the 2017-2018 school year.

- This screen is divided into two services areas:

  **Instructional**
  The first column reflects the number of Title I, Part A students, disaggregated by instructional subject and support services, for TAS only in the first column. Nonpublic school students also are counted.

  **Supporting**
  The second column represents the number of Title I, Part A students, disaggregated by instructional subject and support services for nonpublic students that received Title I services.
Special Service Group Data

- **Purpose:** To provide the total unduplicated count of Title I students who also received services for being disabled, English Language Learners (ELL), homeless, and migrant at anytime during the 2017-2018 school year.

- Each row reflects the students who received Title I services in both TAS and SWP programs and the identified services (i.e. IDEA, ELLs, homeless, migrant).

- If a count is entered for the “# of Students with Disabilities (IDEA)” row and in the “Public TAS and SWP” column, a verification that the count represents students with disabilities meeting the definition of IDEA, who also received Title I funded services is required.
FTE Staff Tab Data

• **Purpose:** To provide the number of Title I, Part A funded full-time equivalent (FTE) staff, by job category, and a breakdown of qualifications for Title I, Part A funded Instructional Paraprofessionals for the 2017-2018 school year.

• This tab is broken down into three sections: FTEs for TAS Staff, FTEs for SWP Staff, and Paraprofessionals.

• Enter the number of staff (unduplicated) paid with Title I, Part A funds for administrators (nonclerical), clerical support staff, teachers, instructional paraprofessionals, and other paraprofessionals in targeted assistance programs. This figure must be entered in the field as a whole number.
FTE Staff Tab Data (Continued)

• Enter the number of instructional paraprofessionals in schoolwide programs as a whole number as well.

• Enter the total number of Title I hours worked by all Title I paid staff for school year 2017-2018 in each category for which a count was entered in the “# of People” in both the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections.

• Enter the length of the full-time work year in hours for one person during 2017-2018 in each category for which a count was entered in the “# of People” in both the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections.

• The EWEG system will calculate the “# of FTEs” based on the information provided for each job category with data.
FTE Staff - Paraprofessionals

• In the Paraprofessionals section located at the bottom of the tab, the total numbers of instructional paraprofessionals entered at the top in the “FTEs for TAS Staff” and “FTEs for SWP Staff” sections will be displayed in the first row.

• In rows A-D, enter the number of instructional paraprofessionals who met the highly qualified requirements via the criteria listed. The system will calculate the number of unqualified Title I instructional paraprofessionals (row E) when the “Calculate Totals” button is clicked. If the calculated count is less than zero, the tab will not save and an error message will appear.

• A verification is required when a count greater than zero appears in row E in TAS and/or SWP. The verification asserts that the count(s) represent unqualified Title I instructional paraprofessionals.

• If there are unqualified Title I paid instructional paraprofessionals, you will need to indicate all the associated Title I costs in the box at the bottom of the tab.
FTE Staff Tab – Example

• The district has 7 teachers paid with Title I, Part A funds and the teacher contract is based on a 35 hour work week for 42 weeks a year.

  • Three teachers only work the normal contracted teacher hours ($35 \times 42 = 1,470$ hours).

  • One teacher works the normal contracted hours ($1,470$ hours) plus 5 hours of extended day per week for 42 weeks ($210$) totaling $1,680$ hours.

  • One teacher works the normal contracted hours ($1,470$ hours) plus 10 hours of extended year per week for 20 weeks ($200$) totaling $1,670$ hours.

  • Two teachers work the normal contracted hours ($1,470$ hours) plus 5 hours of extended day per week for 42 weeks ($210$) plus 10 hours of extended year per week for 20 weeks ($200$) totaling $1,880$ hours.
FTE Staff Tab – Calculation

• The Total Title I Hours Worked Per Year equals 11,520 hours which is the summation of the following:
  • $3 \times 35 \times 42 = 4,410$ hours (3 teachers)
  • $1 \times 1,680 = 1,680$ hours (1 teacher)
  • $1 \times 1,670 = 1,670$ hours (1 teacher)
  • $2 \times 1,880 = 3,760$ hours (2 teachers).

• The Length of Full-Time Work Year in hours equals 1,646 hours ($11,520$ hours/$7$ teachers).

• The EWEG system will calculate the # of FTEs (1.97).
Submit Tab – Information

• Prior to submission, a consistency check must be performed by clicking the “Consistency Check” button.

  * Validates the data entered into the EWEG system based on programmed edits.
  * If any errors are detected, corresponding error messages will appear on the tab in red.
  * All errors must be corrected on the applicable tabs.
  * To ensure all errors have been rectified prior to submission, a consistency check must be conducted again.
  * The EWEG system will not allow the submission of the report with any remaining unresolved errors.

• Once the consistency check is successful, the report is locked but not submitted to the Department.

• If revisions need to be made, the report can be unlocked by selecting the “Unlock Application” button. After unlocking the report and revising any data, a consistency check will need to be re-run to verify that the data passes the programmed edits.

• If the consistency check is successful, the “Submit to NJDOE” button should appear on the tab and needs to be clicked for the reported to be considered submitted to the Department.
Amendments

• If you realize data was incorrectly entered and your report has been submitted to the Department, you will need to create an amendment.

• After the report is submitted, you will need to create an amendment by clicking the “Create Amendment” button.

• Once the data has been entered, a consistency check must be re-run and any errors corrected prior to submission.
Questions Regarding Title I, Part A Performance Report and EWEG System

• For Title I, Part A Performance Report program and data questions, please contact the Office of Fiscal and Data Services:
  Michelle Dohrenwend
  Michelle.Dohrenwend@doe.nj.gov
  (609) 376-3798
  or
  John Ingersoll
  John.Ingersoll@doe.nj.gov
  (609) 376-3801
  or
  Titleone@doe.nj.gov

• For EWEG or authorization questions, please contact the EWEG Help Desk at:
  eweghelp@doe.nj.gov